



## **Title: Engineering Technician**

**Division/Department: Engineering**

**Type of Position: Full Time**

Summit Medical, an Innovia Medical Company

St. Paul / Eagan, Minnesota

August 2021

Innovia Medical combines the experience and expertise of Summit Medical, Network Medical, DTR and Eagle Labs to help our medical professional partners elevate the delivery of care to improve patient outcomes. We develop products not just for our customers, but with our customers. Our collaborative approach cultivates innovative medical solutions for the global health care industry. Through excellence in design, supply chain management, manufacturing and customer service we put quality at the forefront in all aspects of our business.

### **Job Summary**

The Engineering Technician will provide engineering and manufacturing support for the development of new or improvement of existing products. This includes design, documentation and validation testing.

### **Essential Duties and Responsibilities**

- Design and documentation
  - Processes CTO's (configure-to-order).
  - Works with product managers to document new products.
  - Design of manufacturing jigs, fixtures, and equipment
  - Write work instructions
  - Create detailed drawings
  - Create internal label specifications
  - Process document change orders (DCO's) promptly, accurately and completely.
  - Designs new molded silicone parts and molds.
- Performs tasks in a manner that supports Summit Medical agency listings and certifications
  - ISO 13485
  - FDA registration
- Follow Summit Medical product development process as defined in the Summit Medical Quality System.
  - Conducts validation tests and test studies.
  - Supports first article inspections of new parts and designs.
  - Supports IQ, OQ, PQ (installation, operation, and process qualifications)
  - Supports documentation requirements for Design History File
- Interdepartmental relationships and teamwork.
  - Support manufacturing helping to produce product meeting Company quality standards, cost targets, and production schedules.

- Support purchasing with complete documentation as required.
- Evaluate products for corrective actions and preventative actions as needed to support quality
- Provides technical support to Sales and Marketing, including help with show samples, prototypes and CAD renderings.
- Provides part cost information as required to accounting.
- Other duties as assigned by manager.

### **Experience & Education Requirements**

- Engineering CAD Technology, Engineering Drafting and Design Technology, or equivalent technical experience. Ability to apply learned technology to Company products and processes. Willingness to learn and apply new technologies.
- Software proficiency
  - SolidWorks
  - AutoCad (DraftSight)
  - Microsoft Word, Excel
  - Adobe Illustrator
- Manufacturing process knowledge including:
  - Molding, injection, transfer molding (silicone), and casting
  - Metals fabrication
  - Packaging and labeling.
  - Clean room and sterilization processes
- Product Design knowledge design for manufacturing, and drafting standards.

### **Preferred Skills & Abilities**

- Excellent Computer Skills with:
  - SolidWorks
  - AutoCad (DraftSight)
  - Microsoft Word, Excel, PowerPoint
  - Adobe Illustrator
- Possess excellent verbal and written communication skills and organizational skills.
- Mechanical aptitude with capability to install, assemble, repair and maintain production equipment

We offer a full complement of benefits including health, dental, vision, life insurance, AFLAC, 401(k) and generous PTO. Come work for a growing company that offers a fun, collaborative environment with work-family balance.

\*Please note: This position is not remote.

Qualified applicants should send their resume, cover letter and salary requirements to [careers@innoviamedical.com](mailto:careers@innoviamedical.com).